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11 September 1956

MEMORANDUM FOR: Chairman, Personnel Career Service Board

SUBJECT : JOT [REDACTED]

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25X1A9a 1. In mid-June of this year, JOT Program/OTR, referred to this office the case of JOT [REDACTED] as an individual who should be developed for ultimate assignment in the field of general administration. At that time, [REDACTED] had completed a series of formal training courses and was without specific assignment pending formalization of a suitable program. Under those circumstances, this office tentatively accepted responsibility for further development of [REDACTED] conditional upon a review and analysis of biographic data and personal interview with the individual. In the meanwhile, arrangements were made for [REDACTED] to begin a period of orientation with the Management Staff, an initial experience which has proven to be profitable in the case of other JOTs being prepared for assignment within DO/S.

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25X1A9a 2. As soon as possible thereafter, [REDACTED] was interviewed and the JOT Program case file analyzed for the purpose of ascertaining his current primary interests and skills. Based on these, it was my judgment that [REDACTED] initial utilization in the Agency should be in the field of personnel administration as distinguished from the field of general administration or any other of the functional specialties comprising the Support Services. As a further check on this conclusion I requested JOT Program to arrange to have [REDACTED] take certain psychological tests for assessments designed to ascertain his interests and aptitudes. Such tests are usual for JOTs but for some reason had not been administered to this individual. The results of these tests tended to confirm the judgment that the best initial utilization of [REDACTED] would be in the field of personnel administration.

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25X1A9a 3. Consistent with this, I submitted to the C/JOTP/OTR a program of training intended to prepare [REDACTED] to begin his professional career in this Agency in the sphere of activities most compatible with his interests at this time, namely the field of personnel administration. I further advised C/JOTP that upon completion of the program, I would expect [REDACTED] to be formally nominated for Personnel Career Service

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designation (SD:SP) and that if accepted, his assignments and further career development would become the responsibility of the Personnel Career Service Board. I am now advised that the C/JOTF has concurred in the action proposed.

4. It seems clear that this matter should be coordinated with the Personnel Career Service as soon as possible so as to permit the Service to take cognizance of [REDACTED] in formulating its strength and staffing plans. This should go far toward assuring the orderly and successful conclusion of a program which will continue into the first month of Fiscal Year 1958. Therefore, I request that this entire matter be considered by the Personnel Career Service Board at an early date for the purpose of making at this time a tentative acceptance of [REDACTED] as a member of the Personnel Career Service, subject of course to the successful completion of the training program proposed. Please advise me and the C/JOTF/OTR of the action of your Board in this matter.

5. Attached are a copy of my memorandum to C/JOTF and of the training program proposed. I have requested [REDACTED] who is handling this case for the Office of Training, to make available to you all files pertaining to [REDACTED] and to arrange for you an interview with [REDACTED] at your convenience.

/s/
[REDACTED]
Special Assistant to the
Deputy Director (Support)

SA/DDS/JER:epf

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cc: C/JOTF

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